

REQUEST FOR PROPOSALS

MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) 2007 MAG Regional Travel Time and Travel Speed Study



August 29, 2006

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PUBLIC NOTICE

REQUEST FOR PROPOSALS:

2007 MAG Regional Travel Time and Travel Speed Study

The Maricopa Association of Governments (MAG) is requesting proposals from qualified consultants for the 2007 MAG Regional Travel Time and Travel Speed Study to update travel time and travel speed information on regional freeways and arterials, to compare with historical data, and to support regional transportation models. The project will be completed in a maximum of 12 months from the date of the notice to proceed at a cost not to exceed \$500,000.

Detailed proposal requirements may be obtained by contacting the MAG Office at the address indicated below or may be downloaded from <http://www.mag.maricopa.gov/>, under "Employment/RFP's" then "RFPs/RFQs". For further information, please submit questions in writing by fax to the attention of Wang Zhang at (602) 254-6490, or by e-mail to wzhang@mag.maricopa.gov.

Proposals will be accepted until 12:00 Noon (Mountain Standard Time) on October 24, 2006, at MAG, 302 North 1st Avenue, Suite 300, Phoenix, Arizona 85003.

SCOPE OF WORK

INTRODUCTION

The Maricopa Association of Governments (MAG) is requesting proposals from qualified consultants for the 2007 MAG Regional Travel Time and Travel Speed Study to update travel time and travel speed information on regional freeways and arterials, to compare with historical data, and to support regional transportation models. The survey data for this study will be collected by probe cars equipped with GPS units. The data to be derived from the survey include travel time on freeways and arterials, travel speed on freeways and arterials, and approach delay at major intersections.

BACKGROUND

The Maricopa Association of Governments is the designated Metropolitan Planning Organization (MPO) for transportation planning for the metropolitan Phoenix area. MAG is also the designated Air Quality Planning Agency for the region. The MAG membership consists of the 25 incorporated cities and towns within Maricopa County and the contiguous urbanized area, the Gila River Indian Community, the Salt River Pima-Maricopa Indian Community, the Fort McDowell Yavapai Nation, Maricopa County, the Arizona Department of Transportation (ADOT), and the Citizens Transportation Oversight Committee (CTOC). ADOT and CTOC serve as ex-officio members for transportation-related issues.

Over the past decade, explosive demographic growth, coupled with extensive freeway construction, has altered the Phoenix regional travel patterns significantly. Traffic congestion is a growing problem in the metropolitan Phoenix area. The last comprehensive travel time study for the MAG region was conducted in the year of 2002. In the four years since then, the region has continued its rapid growth and numerous roadway improvements have been completed, therefore, a study to update regional travel time and travel speed is anticipated.

Prior to 2002, regional travel speed surveys were conducted in 1957, 1962, 1966, 1970, 1976, 1979, 1986, and 1993. These studies provide a solid base for comparison. This study will be used to compare the travel speeds and travel times currently provided by the region's freeways and arterials with historical data for this region and current data from other regions. In addition, this study will document approach delay at major intersections.

The accuracy of speed data has become important to the annual process of determining the conformity of transportation plans to state and federal air quality implementation plans. In October 1992, the Federal Highway Administration (FHWA) and the Environmental Protection Agency (EPA) informed the Arizona Department of Transportation (ADOT) of the need to incorporate speeds into the regional transportation model that reflect actual speed data. This project will directly address this point.

PROJECT SUMMARY AND DESCRIPTION

This travel time and travel speed study consists of collecting data and presenting information describing automobile travel speeds, travel times, and delays on major metropolitan arterials and highways. There are three reasons for doing this.

First, travel speed is a direct measure of the performance of the roadway network. Low speeds are an indication of congestion, delay, loss of time by drivers, increased fuel use, and increased pollution emissions. Decreasing auto travel speeds may signal a need for increased road or transit capacity, for optimized traffic operation and management, or for greater attention to travel demand management. The Region's Congestion Management System (CMS) monitors the performance of the transportation system to alert decision-makers of progress toward meeting congestion and mobility goals. Travel speed surveys are an important component of the CMS.

Second, travel time is a measure of regional traffic mobility and performance. In this study, the CONSULTANT is expected to capture travel time's recurring characteristics on freeways, which will serve as a historical travel information reference. Additionally, the arterial travel time survey aims to identify travel delay at intersections

as well as on arterial links.

Third, automobile speed data is an important input to calibrate the forecasting models for land use, travel, and air quality. Forecasts from each of these models are sensitive to travel time data. Recently planners have become more interested in improving the quality of the input travel speed data and the ability of the models to estimate travel speeds. This study will also allow MAG to update the current travel time inputs, and it will provide a database for future improvements to the travel demand models.

The specific objectives of this study are:

Collect data on weekday morning peak, evening peak, and off peak automobile travel times and speeds for major urban area freeways and arterials.

Collect traffic delay at each approach of major intersections.

Compute peak period and free flow speeds by facility type and area type for use in the MAG travel demand models.

Estimate intersection Level of Service (LOS) and LOS by approach (through lanes only) on each intersection based on the average vehicle control delay.

Evaluate and document existing automobile travel speed and time trends and compare them with the results of earlier studies.

The estimated time frame for this study is 12 months, and the cost is not to exceed \$500,000.

SCOPE OF SERVICE

The CONSULTANT is encouraged to be creative in developing a sound analytical approach, which achieves the objectives for the project. The CONSULTANT is urged to be as specific as possible when describing the activities that will be performed to support each task. In preparing a proposal for consideration by MAG, the CONSULTANT is encouraged to be innovative when specifying the work that will be done under the proposed tasks below. The services to be performed shall consist of the following tasks:

Task One: Travel Speed Survey Design

The CONSULTANT will prepare and submit to MAG for review a detailed Travel Speed Survey Design. It is desired that eight (8) travel time runs be made in each direction of travel for the a.m. and p.m. peak period times and three (3) travel time runs be made in each direction for the midday period. The periods will be defined as morning (6:30 a.m. to 8:30 a.m.), midday (9:00 a.m. to 11:00 a.m.), and evening (4:00 p.m. to 6:00 p.m.). The “floating car” procedure described in the Manual of Traffic Engineering Studies will be used to determine the speed of the instrumented vehicle. We anticipate that this study will cover about 3,365 directional miles of arterials, 491 directional miles of freeway and 145 lane miles of High Occupancy Vehicle (HOV) lanes. Details of selected freeways and arterials can be found on pages 7-11 of this document (high resolution map is available by request).

The Survey Design will include:

A map of the routes and intersections to be surveyed, and a description of how they are chosen.

A list of route segments (the desired list of route segments is defined in the end of scope of work), time periods, and travel directions to be sampled. The CONSULTANT will report data separately for each route segment. The minimum segment length will be defined in terms of traffic control devices.

An explanation of how many runs will be made and length.

A precise description of how data will be collected.

The run length should be limited to about 12 minutes.

Precise definitions of data variables and time periods.

Definitions of what circumstances would cause cancellation of a speed run, or discarding of collected data.

Description of how construction and traffic incidents will be handled in the survey.

Descriptions of how data collectors are chosen and trained.

Description of how traffic volumes and other descriptive variables will be estimated or collected for each route segment.

Description of how run start times are chosen so that the travel speed and time data are evenly surveyed through the entire time period for all the route segments. For example, each run can start at downstream with about 30-minute traveling distance to capture every segment's travel speed and time during the whole survey period.

Any other significant procedural information.

The Quality Control Plan may also be included in the Survey Design. The CONSULTANT will submit four copies of the draft Survey Design to the MAG project manager for review. Upon approval, the CONSULTANT will submit one final copy and a camera-ready copy of the Survey Design and proceed with Task Two.

Task Two: Collect Automobile Travel Time Data

After approval of the Survey Design by the MAG project manager, the CONSULTANT will collect travel speed data following the procedures included in the Survey Design. It is desired that data will only be collected on Tuesday, Wednesday, and Thursday but not during holidays. Data will be collected separately for each time period and each route segment. Data will be collected for both directions of travel unless otherwise specified in the Survey Design. The minimum segment length will be defined in terms of traffic signals and stop signs. Data to be collected for each route segment for each time period and direction should include:

Street name (including prefix and suffix).

Beginning cross street and ending cross street (including prefix and suffix).

Jurisdiction.

Facility Type (Freeway, Arterial, or Collector).

Area Type (MAG travel model definition).

Number of through lanes and turns at major intersections.

Length.

Estimated hourly traffic volume for time period of data collection.

Average travel time.

Delay, by source.

Average travel speed.

Number of data collection runs.

Speed limit.

The CONSULTANT will enter the resulting data into a computer database and submit summaries to MAG on diskettes/CDs/DVDs in a mutually agreed format. The CONSULTANT will provide weekly project reports to MAG during the data collection period summarizing what data were collected during the week, what data still need to be collected, any data which were collected but discarded, and any problems encountered that week.

Task Three: Report Intersection Delay Data

It is required that delay be reported by approach, for major intersections and also by the length of congestion for the a.m. and the p.M. peak period. It is required that intersection LOS be estimated based on the average vehicle control delay. It is also required that the number of through and turn lanes for each approach of major intersections be verified to the data that were documented in 2002 study.

The CONSULTANT will enter the resulting data into a computer database and submit an electronic copy to MAG in a mutually agreed format. The CONSULTANT will provide weekly project reports to MAG during the data collection period summarizing what data were collected, what data still need to be collected, any data which were collected but discarded, and any problems encountered that week.

Task Four: Prepare Summary Tables

The CONSULTANT will prepare the following summary tables and submit them to MAG.

Average morning peak period travel speed by design class, area type, and number of lanes.

Average midday travel speed by design class, area type, and number of lanes.

Average evening peak period travel speed by design class, area type, and number of lanes.

Speed limit by design class, area type, and time of the day (speed limit changes in school zone).

Average delay between major intersections per mile by time period, design class, area type, and type of delay (recurring or nonrecurring).

Average running speed by time period, design class, and area type.

Speed limits.

Tables 1 through 4 will be used to update travel speeds in the MAG travel demand models. The CONSULTANT will submit a draft working paper for review containing these summary tables and methodology. Following review, the CONSULTANT will submit a final working paper.

Task Five: Prepare Draft Report

The CONSULTANT will prepare and submit to MAG a draft report summarizing the survey results, comparing them with earlier studies, and evaluating the changes over time. For consistency with the 2002 study, the report will include the following maps:

Delay at each approach, for all intersections, for each time period.

LOS on each approach, for all intersections, for each time period (LOS is estimated by the control delay value).

LOS of each intersection for each time period. (To estimate intersection control delay, delay value is weighted by volume of each approach which will be acquired from 2006 MAG traffic counts project).

Average travel speed for each time period.

Running speed for each time period, where running speed does not include delay time.

Delay for each time period.

Isochronal maps of midday and afternoon peak period travel time from Central Avenue/Van Buren Street and Sky Harbor International Airport.

Changes in travel speeds from 1979 to 2006, 1986 to 2006, 1993 to 2006, and 2002 to 2006 (previous related data provided by MAG).

The CONSULTANT will include tables of point-to-point travel time, speed, and delay for trips between the following Central Business Districts (CBD):

Avondale/Goodyear	(Yuma Rd and Litchfield Rd)
Chandler	(Chandler Blvd and Arizona Ave)
Gilbert	(Gilbert Rd and Elliot Rd)
Glendale	(Glendale Ave and 59 th Ave)
Mesa	(Main St and Center St)
Peoria	(Peoria Ave and 83 rd Ave)
Phoenix	(2 nd Ave and Washington St)
Scottsdale	(Scottsdale Rd and Indian School Rd)
Sky Harbor	(Terminal 3 and Sky Harbor Blvd)
Sun City	(107 th Ave and Grand Ave)
Tempe	(University Dr and Mill Ave)

The report will include average p.m. peak period travel speeds and delays by jurisdiction. This includes comparison with previous years. In addition, the draft report will include tables or graphs of travel speed, running speed, and delay per mile by time period, jurisdiction, functional class and area type. The report will also include whatever other tables and analysis that the CONSULTANT believes to be significant in explaining the changing pattern of travel speeds over time.

The CONSULTANT will include an executive summary in the draft report. The executive summary will be prepared for general reading. It will be no more than 15 pages and include graphs, charts, and tables. The executive summary should be considered the priority document from this study, and therefore, it will require significant emphasis.

Four copies of the initial draft report will be submitted to the MAG project manager. The CONSULTANT will incorporate review comments and submit 40 bound copies of the draft report, with complete graphics and executive summary.

Task Six: Final Report

Following review of the draft report, the CONSULTANT will revise the draft and submit 100 copies of the final report, with executive summary. A PDF version of the final report and executive summary will also be produced. A final draft copy will be submitted to MAG for review prior to printing.

DELIVERABLE PRODUCTS

The CONSULTANT's project manager should allow for up to five public presentations, including presentations to MAG committees. Other meetings should take place with the MAG project manager, MAG staff and other coordinating agencies as needed. The CONSULTANT should allocate resources to prepare quality public presentations.

The expected products of this study are:

Four draft copies and one final copy and a camera-ready copy of the Survey Design.

Weekly progress reports during period of data collection describing process and problems in collecting data.

A computer-readable database of travel speed data in a mutually agreed upon format.

A computer-readable database of intersection approach delay data in a mutually agreed upon format.

One draft copy and one final copy and a camera-ready copy of a working paper for Task Four.

Four copies of an initial draft report.

Forty (40) copies of the draft report, including complete graphics and executive summary.

One-hundred (100) copies of the final report, including executive summary.

Electronic copy of report in Microsoft Word or Word Perfect plus PDF version of the report.

Monthly progress reports (See other requirements in proposal requirements section.).

QUALITY CONTROL PLAN

Data accuracy is the most important concern of any data collection project, and this is primarily a data collection project. Therefore, a Quality Control Plan is requested as part of the project proposal. The Quality Control Plan will be included in the Scope of Services for this project. It should cover the collection of travel speed time data and intersection delay data.

The Quality Control Plan could include procedures for choosing, training, and monitoring data collectors, improving the accuracy of data collection, checking data entry, and checking the accuracy of the resulting database. Note that there are several types of data to collect. These may include travel speed time data, number of through lanes, design class, and speed limit.

Street and cross street names will be used by MAG to geocode the databases, so assure that correct names and conventions are used.

ARTERIAL STREETS (MILES IN BOTH DIRECTIONS FOR EACH SECTION)

S.NO	STREET NAME	START POINT	END POINT	MILES
1	MILLER RD	BASELINE RD	YUMA RD	9
2	COTTON LN	COUNTY ROUTE 85	I-10	8
3	LOOP 303	THOMAS RD	LAKE PLEASANT RD	48
4	LITCHFIELD RD	COUNTY ROUTE 85	GRAND AVE	31
5	DYSART RD	I-10	BELL RD	25
6	107TH AVE	NORTHERN AVE	BELL RD	12
7	99TH AVE	SOUTHERN AVE	BEARDSLEY RD	38
8	91ST AVE	BROADWAY RD	CACTUS RD	26
9	83RD AVE	BROADWAY RD	LAKE PLEASANT RD	48
10	75TH AVE	BROADWAY RD	DEER VALLEY RD	37
11	67TH AVE	BASELINE RD	HAPPY VALLEY PKWY	48
12	59TH AVE	BROADWAY RD	PINNACLE PEAK RD	38
13	51ST AVE	ESTRELLA DR	BEARDSLEY RD	44
14	43RD AVE	LOWER BUCKEYE RD	BEARDSLEY RD	30
15	35TH AVE	DOBBINS RD	PINNACLE PEAK RD	44
16	27TH AVE	LOWER BUCKEYE RD	NORTHERN AVE	16
17	19TH AVE	DOBBINS RD	HAPPY VALLEY PKWY	48
18	7TH AVE (1)	DOBBINS RD	PEORIA RD	33
19	7TH AVE (2)	GREENWAY RD	DEER VALLEY RD	7
20	CENTRAL AVE	DOBBINS RD	MOUNTAIN VIEW RD	27
21	7TH ST	DOBBINS RD	HAPPY VALLEY PKWY	48
22	16TH ST	DOBBINS RD	NORTHERN AVE	26
23	24TH ST	BASELINE RD	GLENDALE AVE	22
24	32ND ST (1)	BASELINE RD	I-10	5
25	32ND ST (2)	HARRISON ST	LINCOLN DR	12
26	32ND ST (3)	SHEA BLVD	BEARDSLEY RD	12
27	40TH ST (1)	BASELINE RD	UNIVERSITY DR	6
28	40TH ST (2)	PEORIA AVE	UNION HILLS DR	8
29	44TH ST	VAN BUREN RD	MCDONALD DR	11
30	48TH ST	CHANDLER BLVD	RS-143	16
31	TATUM BLVD	MCDONALD DR	CAVE CREEK RD	33
32	56TH ST (1)	PECOS RD	RAY RD	4
33	56TH ST (2)	SHEA BLVD	DEER VALLEY RD	14
34	56TH ST (3)	OAK ST	CAMELBACK RD	4
35	PRIEST DR	RAY RD	VAN BUREN ST	18
36	GALVIN PKWY	VAN BUREN RD	MCDOWELL RD	3
37	64TH ST (1)	MOUNTAIN VIEW RD	BELL RD	9
38	64TH ST (2)	MCDOWELL RD	INDIAN SCHOOL RD	3
39	KYRENE RD	LOOP-202	BASELINE RD	12
40	MILL AVE	BASELINE RD	LOOP-202	8
41	RURAL RD	CHANDLER BLVD	CURRY RD	19
42	SCOTTSDALE RD	CURRY RD	CAVE CREEK RD	59
43	MCCLINTOCK DR	LOOP-202	MCKELLIPS RD	22
44	HAYDEN RD	MCKELLIPS RD	FRANK LLOYD WRIGHT BLVD	26

S.NO	STREET NAME	START POINT	END POINT	MILES
45	HAYDEN RD/MILLER RD	SCOTTSDALE RD	PINNACLE PEAK RD	8
46	PRICE RD	CHANDLER BLVD	DOBSON RD	8
47	PIMA RD (1)	MCDOWELL RD	VIA DE VENTURA	12
48	PIMA RD (2)	LOOP-101	CAVE CREEK RD	23.5
49	DOBSON RD	OCOTILLO RD	LOOP-202	27
50	92ND ST	SHEA BLVD	CACTUS RD	2
51	94TH ST	SHEA BLVD	FRANK LLOYD WRIGHT BLVD	4
52	ALMA SCHOOL RD	HUNT HWY	MCDOWELL RD	36
53	SR 87	HUNT HWY	PERALTA RD	21
54	COUNTRY CLUB DR	PERALTA AVE	MCDOWELL RD	14
55	BEELINE HWY	MCDOWELL RD	SHEA BLVD	22
56	MCQUEEN RD	HUNT HWY	BASELINE RD	24
57	MESA DR	BASELINE RD	LOOP-202	12
58	COOPER RD	GERMANN RD	BASELINE RD	15
59	STAPLEY DR	BASELINE RD	MCKELLIPS RD	9
60	GILBERT RD	HUNT HWY	BEELINE HWY	41
61	LINDSAY RD	HUNT HWY	MCDOWELL RD	36
62	VAL VISTA DR	HUNT HWY	LOOP-202	38
63	GREENFIELD RD	CHANDLER HEIGHTS RD	LOOP-202	34
64	HIGLEY RD	HUNT HWY	LOOP-202	38
65	POWER RD	HUNT HWY	LOOP-202	37
66	ELLSWORTH RD	HUNT HWY	MCKELLIPS RD	32
67	IDAHO RD	US-60	MCKELLIPS RD	9
68	GOLDFIELD RD	US-60	LOST DUTCHMAN BLVD	7
69	RIGGS RD	I-10	ELLSWORTH RD	33
70	CHANDLER HEIGHTS RD	ELLSWORTH RD	ALMA SCHOOL RD	26
71	OCOTILLO RD	GREENFIELD RD	DOBSON RD	16
72	QUEEN CREEK RD	SOSSAMAN RD	I-10	32
73	GERMANN RD	HIGLEY RD	PRICE RD	20
74	PECOS RD (1)	I-10	DESERT FOOTHILLS PKWY	12
75	PECOS RD (2)	ELLSWORTH RD	DOBSON RD	20
76	WILLIAMS FIELD RD	GILBERT RD	POWER RD	12
77	CHANDLER BLVD	19TH AVE	GILBERT RD	36
78	RAY RD	CHANDLER BLVD	POWER RD	40
79	WARNER RD	48TH ST	POWER RD	34
80	ELLIOT RD	48TH ST	POWER RD	34
81	GUADALUPE RD	48TH ST	ELLSWORTH RD	38
82	BASELINE RD	75TH AVE	SIGNAL BUTTE RD	73
83	SOUTHERN AVE	67TH AVE	GOLDFIELD RD	76
84	BROADWAY RD	35TH AVE	IDAHO 88	68
85	APACHE BLVD	MILL AVE	US-60	52
86	UNIVERSITY DR	32ND ST	MERIDIAN RD	50
87	BUCKEYE RD	LITCHFIELD RD	SR-153	44
88	COUNTY ROUTE 85	LITCHFIELD RD	MILLER RD	33
89	CURRY RD	VAN BUREN RD	MCCLINTOCK DR	4
90	ADAMS ST	27TH AVE	19TH AVE	2

S.NO	STREET NAME	START POINT	END POINT	MILES
91	WASHINGTON ST	19TH AVE	VAN BUREN ST	15
92	JEFFERSON ST	27TH AVE	26TH ST	5
93	BROWN RD	ELLSWORTH RD	COUNTRY CLUB DR	24
94	MCKELLIPS RD	SCOTTSDALE RD	CRISMON RD	36
95	VAN BUREN ST	COTTON LN	WASHINGTON RD	57
96	MCDOWELL RD	COTTON LN	COUNTRY CLUB DR	67
97	THOMAS RD	LITCHFIELD RD	LOOP-101	52
98	INDIAN SCHOOL RD	COTTON LANE	LOOP-101/PIMA FWY	62
99	CAMELBACK RD	PIMA RD	LOOP-101	42
100	CHAPARRAL RD	SCOTTSDALE RD	LOOP-101/PIMA FWY	5
101	BETHANY HOME RD	83RD AVE	16TH ST/SR-51	20
102	MCDONALD DR	44TH ST	LOOP-101/PIMA FWY	12
103	GLENDALE AVE	LITCHFIELD RD	SR-51	37
104	LINCOLN DR	SR-51	SCOTTSDALE RD	18
105	INDIAN BEND RD	LOOP-101	SCOTTSDALE RD	5
106	NORTHERN AVE	LOOP 303	SR-51	44
107	DOUBLETREE RANCH RD/VIA DE VENTURA	TATUM BLVD	LOOP-101	12
108	OLIVE AVE	LOOP 303	35TH AVE	31
109	DUNLAP AVE	35TH AVE	7TH ST	8
110	CAVE CREEK RD	DUNLAP AVE	CAREFREE HWY	35
111	PEORIA AVE	107TH AVE	7TH AVE	24
112	SHEA BLVD	24TH ST	BEELINE HWY	38
113	CACTUS RD (1)	91ST AVE	19TH AVE	18
114	CACTUS RD (2)	CAVE CREEK RD	FRANK LLOYD WRIGHT BLVD	22
115	THUNDERBIRD RD (1)	107TH AVE	CAVE CREEK RD	30
116	THUNDERBIRD RD (2)	28TH ST	SCOTTSDALE RD	12
117	RAINTREE DR	HAYDEN RD	FRANK LLOYD WRIGHT BLVD	4
118	GREENWAY RD	70TH AVE	SCOTTSDALE RD	34
119	BELL RD/FRANK LLOYD WRIGHT BLVD	COTTON LN	SHEA BLVD	71
120	UNION HILLS DR	115TH AVE	TATUM BLVD	35
121	BEARDSLEY RD (ONEWAY)	75TH AVE	27TH AVE	5
122	BEARDSLEY RD (ONEWAY)	75TH AVE	27TH AVE	5
123	DEER VALLEY RD	CAVE CREEK RD	35TH AVE	12
124	PINNACLE PEAK RD (1)	19TH AVE	59TH AVE	7
125	PINNACLE PEAK RD (2)	CAVE CREEK RD	PIMA RD	16
126	DYNAMITE BLVD	CAVE CREEK RD	ALMA SCHOOL PKWY	18
127	HAPPY VALLEY RD	7TH ST	67TH AVE	10
128	CAREFREE HWY	SCOTTSDALE RD	I-17 JUNCTION	24
129	GRAND AVE	LOOP 303	VAN BUREN ST	48
130	VISTANCIA BLVD	LONE MOUNTAIN RD	HAPPY VALLEY PKWY	8
131	LOWER BUCKEYE RD	17TH AVE	51TH AVE	20
132	LAKE PLEASANT RD	BEARDSLEY RD	CAREFREE HWY	19.5
133	THOMPSON PEAK PKWY	SCOTTSDALE RD	PIMA RD	4
134	NORTH VALLEY PKWY	HAPPY VALLEY RD	CAREFREE HWY	12
TOTAL ARTERIAL MILES (BOTH DIRECTIONS)				3365

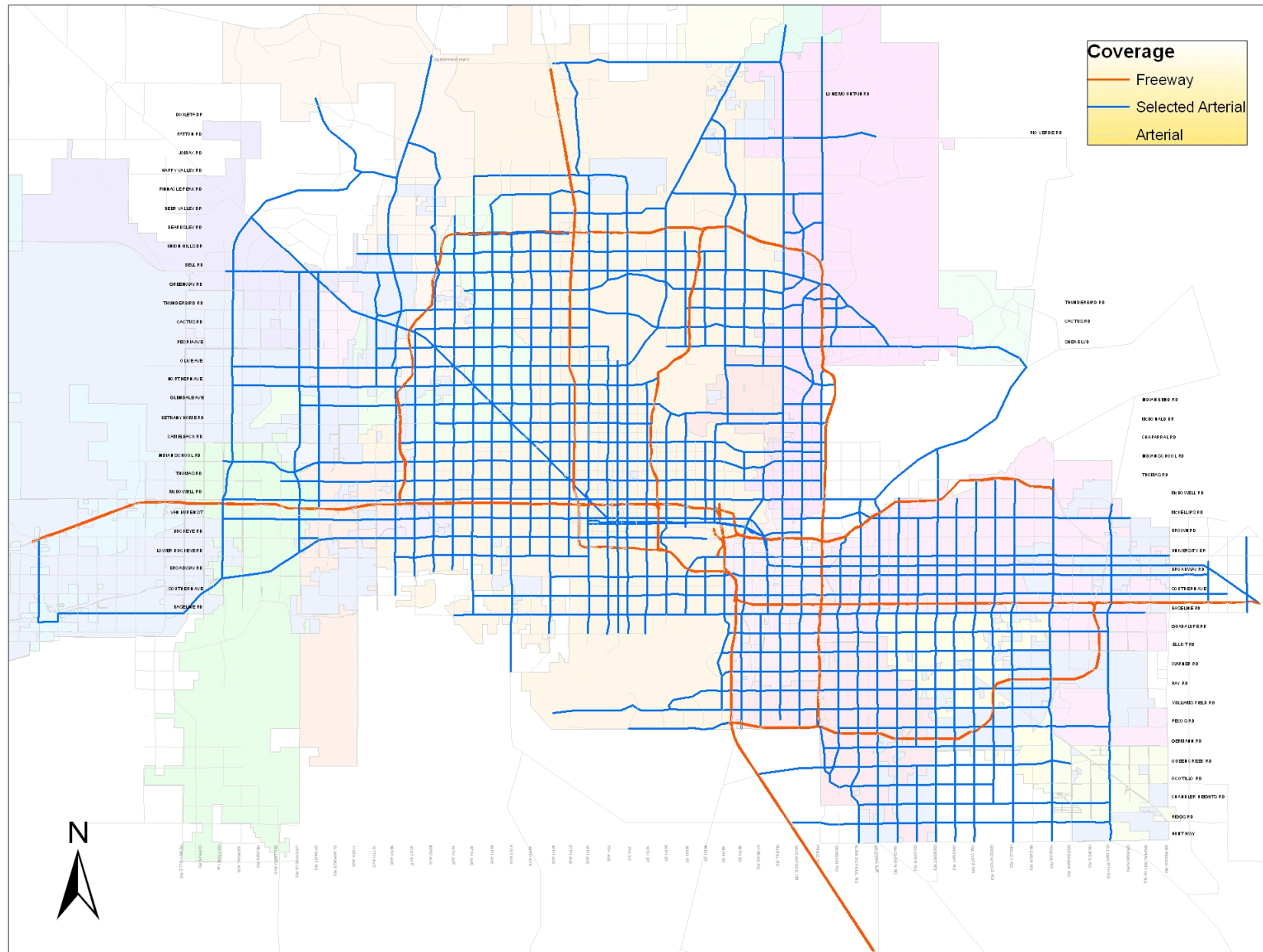
FREEWAY (MILES IN BOTH DIRECTIONS FOR EACH SECTION)

S.NO	STREET NAME	START POINT	END POINT	MILES
1	LOOP-101	I-10	LOOP-202 (PECOS)	115
2	I-10 (1)	MILLER RD	SR-51	66
3	I-10 (2)	SR-51	W CASA BLANCA RD	57
4	SR-143	I-10	LOOP-202	7
5	I-17 (1)	CAREFREE HWY	DURANGO ST	51
6	I-17 (2)	DURANGO ST	I-10	9
7	LOOP-202 (1)	SR-51	POWER RD	46
8	LOOP-202 (2)	US-60	I-10	50
9	SR-51	MCDOWELL RD	LOOP-101	31
10	US-60	I-10	OLD WEST HWY	54
11	SR-153	VAN BUREN ST	UNIVERSITY DR	3
12	SKY HARBOR BLVD	LOOP-202	SR-143	2
	TOTAL FREEWAY MILES (BOTH DIRECTIONS)			491

FREEWAY HOV LANE (MILES IN BOTH DIRECTIONS FOR EACH SECTION, EXCEPT FOR US-60)

S.NO	STREET NAME	START POINT	END POINT	MILES
1	I-10	LOOP-101	LOOP-202 (PECOS)	56
2	I-17	I-10	LOOP-101	29
3	LOOP-202	I-10	LOOP-101	18
4	SR-51	I-10	SHEA BLVD	19
5	US-60 EB	I-10	VAL VISTA DR	13
6	US-60 WB	GILBERT RD	I-10	10
	TOTAL FREEWAY MILES (BOTH DIRECTIONS)			145

Maricopa Association of Governments Request for Proposals – 2007 MAG Regional Travel Time and Travel Speed Study



PROPOSAL REQUIREMENTS

Project Cost and Schedule

The estimated time frame for this project is 12 months from the date of the notice to proceed, with intermediate deliverables due in accordance with the schedule as agreed to between MAG and the CONSULTANT(s). The date of the notice to proceed is anticipated to be January 15, 2007.

Proposal Delivery

1. Fifteen [15] copies of the proposal must be submitted by 12:00 Noon (Mountain Standard Time) on October 24, 2006.

Maricopa Association of Governments
Attention: Wang Zhang
302 North 1st Avenue, Suite 300
Phoenix, Arizona 85003

Timely receipt of proposals will be determined by the date and time the proposal is received at the above address. Hand delivery is therefore encouraged. No late submissions, facsimile, or electronic submissions will be accepted.

Proposals will be opened publicly and the name of each entity submitting a proposal will be read at 2:00 p.m. on October 24, 2006 at the MAG Offices, Ocotillo Room, 302 North 1st Avenue, Suite 200, Phoenix, Arizona, 85003.

All material submitted in response to this solicitation becomes the property of MAG and will not be returned. After contract award, the proposals shall be open for public inspection except to the extent that the withholding of information is permitted or required by law. If the offeror designates a portion of its proposal as confidential, it shall isolate and identify in writing the confidential portions in accordance with Arizona Administrative Code R2-7-104; which shall be included in the proposal. Upon receipt of your written notification, MAG will review any portions of the proposal that the proposer considers to be confidential and then make a determination on what should be released. MAG will also notify you in writing of our determination and provide you with an opportunity to respond to our decision prior to releasing the proposal.

2. The Electronic copy of 2002 MAG Regional Travel Time and Travel Speed Study is available at <http://www.mag.maricopa.gov/detail.cms?item=3689>, <http://www.mag.maricopa.gov/detail.cms?item=3690>, for proposer's reference (hard-copy is also available per request.). Any questions regarding this Request for Proposals should be submitted in writing to Wang Zhang by fax at (602) 254-6490; or by email at wzhang@mag.maricopa.gov. Responses to questions submitted will be posted on the MAG Web site at <http://www.mag.maricopa.gov/rfp.cms?item=6316>. Additional information regarding MAG activities, including committee meeting schedules, may be found on the MAG Web site www.mag.maricopa.gov.
3. A proposer's conference for the project has been scheduled for 9:30 a.m. on September 21, 2006 at the MAG Office, Saguaro Room, Suite 200, 302 North 1st Avenue, Phoenix, Arizona. If you wish to receive notes from the proposer's conference and a list of attendees, please contact the MAG project manager.

Proposal Content

It is required that the proposal:

1. Be limited to a maximum length of 50 pages, including a cover letter, résumés, and any appendices. The cover letter must be signed by a party authorized to bind the entity submitting the proposal.
2. Be prefaced by a brief statement describing the proposer's organization and outlining its approach to completing the work required by this solicitation. This statement shall illustrate the proposer's overall understanding of the project.
3. Contain a work plan which concisely explains how the proposer will carry out the objectives of the project. In the work plan, the proposer shall describe each project task and proposed approach to the task as clearly and thoroughly as possible.
4. Include a preliminary schedule for the project in bar-chart format. Indicate all work plan tasks and their durations. The schedule shall clearly identify project deliverable dates.
5. Contain a staffing plan for the project. The plan shall include the following in table format:
 - a. A project organization chart, identifying the project manager.
 - b. Names of key project team members and/or SUBCONSULTANTS. Only those personnel who will be working directly on the project should be cited.
 - c. The role and responsibility of each team member.
 - d. Percent effort (time) of each team member for the contract period.
 - e. The role and level of MAG technical staff support, if any.
6. Include résumés for major staff members assigned to the project. These résumés should focus on their experience in this type of project.
7. Each firm submitting a proposal is required to certify that it will comply with, in all respects, the rules of professional conduct set forth in A.C.R.R. R4-30-301 (see Appendix A), which is the official compilation of Administrative Rules and Regulations for the State of Arizona.
8. Include proposer's recent experience (last five years) in performing work similar to that anticipated herein. This description shall include the following:
 - a. Date of project.
 - b. Name and address of client organization.
 - c. Name and telephone number of individual in the client organization who is familiar with the project.
 - d. Short description of project.
 - e. CONSULTANT team members involved and their roles.
9. A labor cost allocation budget formatted as noted in Appendix B.

10. All firms proposing on this project will be required to include a “*Proposer’s Registration Form*” (See Appendix C) in the submitted proposal. In addition, a “*Proposer’s Registration Form*” is required to be included for each subcontractor proposed for this project.
11. The Disadvantaged Business Enterprise (DBE) requirements in the Code of Federal Regulations Title 49, Part 26 will apply to this Contract. See Appendix D, “MAG’s Key DBE Regulatory Requirements.” A complete copy of MAG’s DBE program is available on request.
12. Each firm shall document within its proposal any potential conflicts of interest. A conflict of interest shall be cause for disqualifying a CONSULTANT from consideration. A potential conflict of interest includes, but is not limited to:
 - a. Accepting an assignment where duty to the client would conflict with the CONSULTANT’s personal interest, or interest of another client.
 - b. Performing work for a client or having an interest which conflicts with this contract.
 - c. Employing personnel who worked for MAG or one of its member agencies within the past three years.
 - d. All relationships with MAG and / or any employees of MAG.

MAG will be the final determining body as to whether a conflict of interest exists.

PROPOSAL EVALUATION AND SELECTION PROCESS

1. All proposals will be evaluated by an evaluation team consisting of MAG staff and MAG member agency staff. Evaluation criteria include the following:
 - a. Demonstrated understanding of the project through a well-defined work plan consistent with program objectives.
 - b. Clarity of proposal, realistic approach, technical soundness, and enhancements to elements outlined in this Request for Proposals.
 - c. Experience of the project manager and other project personnel in similar projects. Only those personnel assigned to work directly on the project should be cited.
 - d. Proven track record of the proposer in this area of expertise. Proposers should identify the principal people who worked on past projects and the amount of time they devoted to the work effort.
 - e. Availability of key personnel throughout the project effort.
 - f. Price, except for the procurement of architectural or engineering (A&E) services.
 - g. Ability and commitment to complete the project within the specified time period, meet all deadlines for submitting associated work products.
 - h. Incorporate techniques in the Proposal to ensure that high quality control is maintained throughout the project.
2. On the basis of the above evaluation criteria, selected firms submitting proposals may be interviewed prior to the selection of a CONSULTANT. In-person interviews may be scheduled for the week of November 6, 2006. It is anticipated that firms selected for interviews will be contacted approximately one week prior to the in-person interview date. MAG strongly suggests that the project manager and key members of the CONSULTANT team be present at the in-person interview.
3. MAG may conduct discussions with offerors who submit proposals determined to be reasonably susceptible of being selected for award.
4. MAG reserves the right to:
 - a. Cancel this solicitation.
 - b. Reject any and all proposals and re-advertise.
 - c. Select the proposal(s) that, in its judgment, will best meet its needs.
 - d. Negotiate a contract that covers selected parts of a proposal, or a contract that will be interrupted for a period or terminated for lack of funds.

ADMINISTRATIVE REQUIREMENTS

1. This Request for Proposals is for a cost-reimbursement plus fixed fee contract.
2. During the course of the project, a monthly progress report is required to be submitted within ten (10) working days after the end of each month until the final report is submitted. Each report shall include a comprehensive narrative of the activities performed during the month, an estimated percent complete for each project task, monthly and cumulative costs by task, activities of any subcontractors, payments to any subcontractors, a discussion of any notable issues or problems being addressed, and a discussion of anticipated activities for the next month (See Appendix D for format).
3. MAG shall retain ten percent (10%) of the contract amount, withheld from each invoice, as final payment until completion of the project to the satisfaction and acceptance of the work. Final payment shall be made after acceptance of the final product and invoice.
4. An audit examination of the CONSULTANT's records may be required.
5. The firm that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR Part 60). The contractor will also be required to comply with all applicable laws and regulations of the U.S. Department of Transportation.
6. The firm selected will be required to comply with MAG insurance requirements, which may include: Workmen's Compensation, Architects and Engineers Professional Liability insurance, Commercial General Liability insurance, Business Automobile Liability insurance, and Valuable Papers insurance.
7. The firm selected is required to document any potential conflicts of interest during the contract period. A conflict of interest shall be cause for terminating a contract. A potential conflict of interest includes, but is not limited to:
 - a. Accepting an assignment where duty to the client would conflict with the consultant's personal interest, or interest of another client.
 - b. Performing work for a client or having an interest which conflicts with this contract.
 - c. Employing personnel who worked for MAG or one of its member agencies within the past three years.

MAG will be the final determining body as to whether a conflict of interest exists.

APPENDIX A

ARIZONA ADMINISTRATIVE CODE R4-30-301

CH. 30

BOARD OF TECHNICAL REGISTRATION

R4-30-301

ARTICLE 3. REGULATORY PROVISIONS

R4-30-301. Rules of Professional Conduct

All registrants shall comply with the following rules of professional conduct:

1. A registrant shall not submit any materially false statements or fail to disclose any material facts requested in connection with an application for registration, certification, or subpoena.
2. A registrant shall not engage in fraud, deceit, misrepresentation or concealment of material facts in advertising, soliciting, or providing professional services to members of the public.
3. A registrant shall not knowingly commit bribery of a public servant as proscribed in A.R.S. § 13-2602, knowingly commit commercial bribery as proscribed in A.R.S. § 13-2605, or violate any federal statute concerning bribery.
4. A registrant shall comply with state, municipal, and county laws, codes, ordinances, and regulations pertaining to the registrant's area of practice.
5. A registrant shall not violate any state or federal criminal statute involving dishonesty, fraud, misrepresentation, embezzlement, theft, forgery, perjury, bribery, or breach of fiduciary duty, if the violation is reasonably related to the registrant's area of practice.
6. A registrant shall apply the technical knowledge and skill that would be applied by other qualified registrants who practice the same profession in the same area and at the same time.
7. A registrant shall not accept an assignment if the duty to a client or the public would conflict with the registrant's personal interest or the interest of another client without full disclosure of all material facts of the conflict to each person who might be related to or affected by the project or engagement in question.
8. A registrant shall not accept compensation for services related to the same project or professional engagement from more than one party without making full disclosure to all parties and obtaining the express written consent of all parties involved.
9. A registrant shall make full disclosure to all parties concerning:
 - a. Any transaction involving payments to any person for the purpose of securing a contract, assignment, or engagement, except for actual and substantial technical assistance in preparing the proposal; or
 - b. Any monetary, financial, or beneficial interest the registrant may hold in a contracting firm or other entity providing goods or services, other than the registrant's professional services, to a project or engagement.
10. A registrant shall not solicit, receive, or accept compensation from material, equipment, or other product or services suppliers for specifying or endorsing their products, goods or services to any client or other person without full written disclosure to all parties.
11. If a registrant's professional judgment is overruled or not adhered to under circumstances where a serious threat to the public health, safety, or welfare may result, the registrant shall immediately notify the responsible party, appropriate building official, or agency, and the Board of the specific nature of the public threat.

12. If called upon or employed as an arbitrator to interpret contracts, to judge contract performance, or to perform any other arbitration duties, the registrant shall render decisions impartially and without bias to any party.
13. To the extent applicable to the professional engagement, a registrant shall conduct a land survey engagement in accordance with the April 12, 2001 Arizona Professional Lands Surveyors Association (APLS) Arizona Boundary Survey Minimum Standards, as adopted by the Board on June 15, 2001, the provisions of which are incorporated in this subsection by reference and on file with the Office of the Secretary of State. This incorporation by reference does not include any later amendments or editions.
14. A registrant shall comply with any subpoena issued by the Board or its designated administrative law judge.
15. A registrant shall update the registrant's address and telephone number of record with the Board within 30 days of the date of any change.
16. A registrant shall not sign, stamp, or seal any professional documents not prepared by the registrant or a bona fide employee.
17. Except as provided in subsections (18) and (19), a registrant shall not accept any professional engagement or assignment outside the registrant's professional registration category unless:
 - a. The registrant is qualified by education, technical knowledge, or experience to perform the work; and
 - b. The work is exempt under A.R.S. § 32-143.
18. A registered professional engineer may accept professional engagements or assignments in branches of engineering other than that branch in which the registrant has demonstrated proficiency by registration but only if the registrant has the education, technical knowledge, or experience to perform such engagements or assignments.
19. Except as otherwise provided by law, a registrant may act as the prime professional for a given project and select collaborating professionals; however, the registrant shall perform only those professional services for which the registrant is qualified by registration to perform and shall seal and sign only the work prepared by the registrant or by the registrant's bona fide employee.
20. A registrant who is designated as a responsible registrant shall be responsible for the firm or corporation. The Board may impose disciplinary action on the responsible registrant for any violation of Board statutes or rules that is committed by a non-registrant employee, firm, or corporation.

August 2004

APPENDIX B

LABOR COST ALLOCATION BUDGET

Maricopa Association of Governments Request for Proposals–2007 MAG Travel Time and Travel Speed Study

LABOR COST ALLOCATION BUDGET - SAMPLE

CONSULTANTS LABOR		HOURS BY PERSONNEL AND TASK DESCRIPTION							
Personnel	Raw Direct Hourly Rate	1 (Task Description)	2 (Task Description)	3 (Task Description)	4 (Task Description)	5 (Task Description)	6 (Task Description)	Total Hours	Total Cost
(NAME)	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$ 0.00
(NAME)	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$ 0.00
(NAME)	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$ 0.00
(NAME)	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$ 0.00
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	
Total Task Cost		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
Fringe (or Overhead) Rate	1.??	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
Total Labor with Fringe		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

REIMBURSABLE EXPENSES		EXPENSES BY TASK							
Description		1	2	3	4	5	6		Total Cost
Description (i.e. Postage)	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Description (i.e. Photocopy/Printing)	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Description (i.e. Travel)	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Description (i.e. Telephone)	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Description (i.e. Other)	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Description (i.e. Miscellaneous)	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Reimbursable Expenses	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SUBCONTRACTORS		HOURS BY TASK							
Company or Person	Hourly Rate	1	2	3	4	5	6	Total Hours	Total Cost
(NAME)	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 0.00
(NAME)	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 0.00
(NAME)	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 0.00
Total Hours		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Subcontractor Cost	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

GRAND TOTAL		TOTAL COSTS BY TASK							
Description		1	2	3	4	5	6		Total Cost
Consultant Cost		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Fee @	0.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Reimbursable Expenses		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subcontractors		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

APPENDIX C

PROPOSER'S REGISTRATION FORM

PROPOSER'S REGISTRATION FORM

All firms proposing as prime contractors or subcontractors on Maricopa Association of Governments (MAG) projects are required to be registered. **Please complete this form and return it with your proposal.**

If you have any questions about this registration form, please call the MAG Fiscal Services Manager, (602) 254-6300.

1. GENERAL INFORMATION:

Name of Firm: _____
Street Address: _____
City, State, ZIP _____
Mailing Address: _____
City, State, ZIP _____
Telephone Number _____
Fax Number: _____
E-mail address: _____
Web address: _____
Year firm was established _____

Check all that apply:

Is this firm a prime consultant? _____
Is this firm a sub-consultant? _____ Identify specialty: _____
Is this firm a certified DBE? _____ If so, by whom? _____
Is this firm currently debarred? _____
Is this firm currently the subject of debarment proceeding? _____

2. FINANCIAL INFORMATION

Firm's annual gross receipts (average of last 3 years):

_____ <\$300,000
_____ \$300,000 - \$599,999
_____ \$600,000 - \$999,999
_____ \$1,000,000 - \$4,999,999
_____ >\$5,000,000

Information will be maintained as confidential to the extent allowed by federal and state law. The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any contract which may be awarded and initiating action under federal and state laws concerning false statements.

Name, Title Date

APPENDIX D

**MAG'S KEY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS FOR
CONSULTANT CONTRACTS**

MAG'S KEY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS FOR CONSULTANT CONTRACTS

The Disadvantaged Business Enterprise (DBE) requirements in the Code of Federal Regulations Title 49, Part 26 will apply to this contract. A complete copy of MAG's DBE Program is available by request to MAG's DBE Liaison Officer, at 602/254-6300.

The Consultant will agree to ensure that DBEs, as defined in 49 CFR 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement.

DBE Participation Goal and Reporting:

The DBE participation goal for MAG is 11 percent. DBEs used for this contract must be certified by the Arizona Department of Transportation or the City of Phoenix prior to the award of the contract. A list of Certified DBE organizations is available at the Civil Rights Office of the Arizona Department of Transportation or the City of Phoenix.

The Consultant will be required to report monthly on: (1) the utilization of any subcontractors, and (2) any payments made to subcontractors (DBEs and non-DBEs).

Requirement for Proposal:

All firms proposing on this project will be required to include a completed "Proposer's Registration Form" (See Appendix D) with their proposal. In addition, a completed Proposer's Registration Form must be included with the proposal for any subcontractors used on this project.

General Requirements for Proposals and Contract:

All proposers will be required to include the following information in their proposal and contract:

1. A clear and concise description of the work that each DBE will perform
2. The dollar amount of the participation of each DBE firm participating
3. Written documentation of the proposer's commitment to use a DBE subcontractor(s) whose participation it submits to meet a contract goal
4. If the contract goal is not met, evidence of good faith efforts to meet the goal

Contractor and Subcontractor Assurance:

MAG will incorporate into each contract it signs with a Prime Contractor, and require in each subcontract (that a Prime Contractor signs with a Subcontractor), the following assurance:

"The Contractor, Subrecipient or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MAG deems appropriate."

Prompt Payment Provision:

"The Prime Contractor will pay Subcontractors for satisfactory performance of contracts no later than fourteen (14) calendar days from the date that the Prime Contractor receives payment from MAG. The Prime Contractor will also return retainage payments to the Subcontractor within fourteen (14) calendar days from the date of satisfactory completion of work."

Prime Contractors must:

1. Provide the Subcontractor with the name, address and phone number of the person to whom all invoices/billings and statements must be sent.
2. Pay Subcontractors and suppliers within fourteen (14) days of receipt of payment from MAG.
3. Stipulate the reason(s) in writing to the Subcontractor or supplier and to MAG for not abiding by the prompt payment provision. Possible reasons include:
 - a. Failure to provide all required documentation
 - b. Unsatisfactory job performance
 - c. Disputed work

- d. Failure to comply with other material provisions of the contract
- e. Third-party claims filed or reasonable evidence that a claim will be filed
- f. Reasonable evidence that the contract cannot be completed for the unpaid balance of the contract sum or a reasonable amount for retainage.

Subcontractors must:

- 1. Submit invoices or billing statements to the Prime Contractor's designated contact person in an appropriate format and in a timely manner. The format and the timing of billing statements must be specified in the contract(s) between the Prime Contractor and the Subcontractor(s).
- 2. Notify MAG in writing of any potential violation of the prompt payment provision.

MAG will implement appropriate mechanisms to ensure compliance with the requirements of all program participants. The mechanisms MAG may use include, but are not limited to:

- 1. MAG will notify Subcontractors (DBE and Non-DBEs) of the Prime Contractor's responsibility for prompt payment and encourage Subcontractors to notify MAG in writing with any possible violations to the prompt payment mechanism.
- 2. Withholding payment from Prime Contractors who do not comply with the prompt payment provision noted above, where it has been determined by the MAG DBELO that delay of payment to the Subcontractor is not justified.
- 3. Stopping work on the contract until compliance issues are resolved.
- 4. Terminating the contract.

MAG will verify that the work committed to DBEs, at the time of the contract award, is actually performed by DBEs. This will be accomplished by:

- 1. Requiring Prime Contractors to report Subcontractor(s) (DBE and Non-DBEs) work performed in each monthly progress report along with an indication of the number of hours worked, any costs incurred and the amounts paid to the DBE(s).
- 2. Ensuring that DBE participation is credited toward the overall goal or contract goal(s) only when payments **are actually made** to DBE firms.

APPENDIX E

PROGRESS REPORT FORMAT

(Progress Report Format - SAMPLE)

(Consultant's Letterhead)
April 15, 2000

(MAG Project Manager)
Maricopa Association of Governments
302 North First Avenue, Suite 300
Phoenix, Arizona 85003

Re: Progress Report No. 3 and Invoice for the Period of March 2000

For Each Task, the CONSULTANT is to provide the percent of work completed to date, a narrative describing the work accomplished, data obtained, problems encountered, meetings held and reports and/or data produced. It is the responsibility of the CONSULTANT to document that the work accomplished for each task during the reporting period is commensurate with the amount of money billed for the task in the invoice.

The narrative describing the work accomplished should be of sufficient detail to enable the Project manager to clearly understand the progress on the task during the reporting period. Wherever possible, the CONSULTANT should submit along with the progress report appropriate documentation of work accomplished, such as partial or complete draft technical reports or working papers, etc.

TASK 1 - DATA COLLECTION

Percent of Work Completed: 100 percent.

Work Accomplished: A database in both hard copy and electronic format was developed and a methodology for keeping the database current was established.

Data Obtained: Information on the transportation facilities was secured for each of the facilities in the study area. The data included, but was not limited to: name, location, and current and historical traffic levels.

Meetings Held: The following meetings were held in connection with the data collection effort:

March 15, 2000, with the MAG project manager to review data collected for the facilities.

March 21, 2000, with the Advisory Committee to obtain input on the data collection process.

March 23, 2000, with MAG staff to review comments on preliminary database.

March 25, 2000, with the public and special interest groups to obtain input on the distribution of the database.

Reports or Data Produced: A database in electronic format was produced and provided to MAG staff on March 29, 2000.

TASK 2 - INVENTORY

Percent of Work Completed: 100 percent.

Work Accomplished: A facilities inventory was completed, and the data obtained in Task 1 were compiled into a Draft Inventory Technical Report for distribution to the Advisory Committee.

Data Obtained: See Task 1.

Meetings Held: The following meetings were held:

March 1, 2000, met with MAG staff to finalize the outline for the Inventory Technical Report.

March 10, 2000, met with the MAG project manager to obtain suggestions on methods for comparing facility information.

Reports or Data Produced: A draft Inventory Technical Report was produced and distributed to members of the Advisory Committee for review and comment.

TASK 3 - FORECASTS

Percent of Work Completed: 100 percent.

Work Accomplished: Forecasts of travel demand on inventoried facilities were prepared for 2000, 2010 and 2020. The forecasts were consistent with County control totals reviewed by the Advisory Committee last month. The forecasts included a breakdown by facility type.

Data Obtained: See Task 1.

Meetings Held: March 21, 2000, met with MAG staff to discuss comments on preliminary forecast results.

Reports or Data Produced: A draft forecasts report was produced and distributed to members of the Advisory Committee for review and comment.

TASK 4 - DEMAND/CAPACITY ANALYSIS AND FACILITY REQUIREMENTS

Percent of Work Completed: 60 percent.

Work Accomplished: An hourly capacity was computed for each of the inventoried facilities using the federal guidance provided by MAG staff.

Data Obtained: See Task 1.

Meetings Held: A meeting was held on March 25, 2000 to discuss the differences between the capacity calculations for this study versus previous studies.

Reports or Data Produced: None. However, a draft set of capacity estimates is enclosed documenting the assumptions and data input used to prepare the estimates.

TASK 5- ALTERNATIVES

Percent of Work Completed: 25 percent.

Work Accomplished: Other regional plans were examined to determine the type of alternatives that were used to meet future demand.

Data Obtained: Regional plans from San Diego, Los Angeles, Denver, Seattle Tucson and Chicago were collected.

Meetings Held: On March 18, 2000, a meeting was held with planners for the Pima Association of Governments to discuss alternatives.

Reports or Data Produced: None.

TASK 6 - EVALUATION OF ALTERNATIVES

Work on this task has not begun.

TASK 7 - RECOMMENDATIONS

Work on this task has not begun.

TASK 8 - IMPLEMENTATION

Work on this task has not begun.

Problems Encountered

Some of the capacity calculations prepared for the study were different from the capacity calculations used in previous studies. These differences were discussed and resolved at a meeting held with MAG staff on March 25, 2000.

Invoice: The enclosed invoice is for the third progress payment of \$17,679.20. The total amount billed to date is \$48,250.00.

Sincerely,

Project Manager Name
Project Manager Title

Enclosure